

# ***CITY OF PLEASANT HILL***

(925) 671-5209  
FAX (925) 676-1125

100 Gregory Lane  
Pleasant Hill, CA 94523

## **ZONING PERMIT ANALYSIS**

Application Submittal

**Prior to submitting construction plans for a Building Permit, each property owner or representative must obtain written approval from the Community Development Department that the intended use or structure complies with the requirements of the Zoning Ordinance.**

In order to make a determination of compliance with the Zoning Ordinance, Community Development Department staff will review the description of your proposal, possibly visit the location in the field, and evaluate the use or structure within the limitations of the particular zoning district in which the site is located.

The following information must be submitted for the Community Development Department staff to complete its analysis of your proposed land use or structure. You may complete this form and submit it at the Community Development Department counter in City Hall, mail or fax it to the address above, *Attention: Community Development Department*.

### **COMMERCIAL USES**

**Name of Business:** \_\_\_\_\_

**Square Footage of Space to be occupied by Business:** \_\_\_\_\_

**Detailed Description of Business:**

(include information on the nature of service provided, types of goods sold, et cetera)

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**Linear Footage of Store Front to be occupied by Business:** \_\_\_\_\_

**Off-street Parking (indicate number of parking spaces allocated for your tenant space):** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_ Weekdays

\_\_\_\_\_ Weekends

**Number of Employees (during the maximum work shift):** \_\_\_\_\_

**Customer Occupancy (seating capacity and maximum occupancy load):** \_\_\_\_\_

## **RESIDENTIAL USES**

Area of parcel: \_\_\_\_\_ square feet.

Square footage of existing structures: \_\_\_\_\_ square feet  
(including garage area and accessory structures)

Square footage of proposed structures: \_\_\_\_\_ square feet

Setbacks of addition (measured from property line):

Front yard: \_\_\_\_\_

Rear yard: \_\_\_\_\_

Side yard: \_\_\_\_\_

Number of dwelling units on parcel \_\_\_\_\_

Number of covered parking spaces \_\_\_\_\_

Total number of parking spaces \_\_\_\_\_

## **CONTACT PERSON**

Name: \_\_\_\_\_ Work phone #: \_\_\_\_\_

### **NOTE:**

Area of parcel - See building department or planning department for the square footage of your parcel.

Square footage of existing structures shall include - garage area, covered patio area, utility shed area, carport area, pool room area, and any other accessory structure area.

Setbacks are to be measured from the property line and not from the edge of sidewalk or curbside - See building department or planning department for a copy of an assessor's parcel map to verify the dimensions of your property lines.

### **Community Development Department Analysis**

**Zoning:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**File:** \_\_\_\_\_ **APN:** \_\_\_\_\_

- ☐ **Compliance with Zoning Ordinance**  
☐ **Non Compliance with Zoning Ordinance**  
☐ **See Comments Below**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_